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CAREER SERVICE PANEL
Minutes of the Meeting
11 September 1967

Attendees:

25X1A9a [redacted]

25X1A9a [redacted] Recording Secretary

Absentees:

25X1A9a [redacted]

25X1A9a 1. The Chairman called the meeting to order at 0907 hours.

25X1A9a 25X1A9a 25X1A9a 25X1A9a 25X1A9a 2. [redacted] informed the CSP that he objected to the statement made by [redacted] as his reason for voting against the promotion action for [redacted] disagreed with [redacted] evaluation as he felt that [redacted] "promotions" have been almost completely sound and that his accomplishment have been considerable in an extremely difficult problem area. [redacted] suggested that [redacted] check with [redacted] on this matter.

25X1A9a 3. The Chairman checked with the Panel and asked if there were any other items to be proposed for the 11 September agenda. [redacted] stated that he would like to add an item to the Agenda, a report from the Suggestion Awards Committee. He said that a report from the Committee stated that in FY 1967 ORD had three eligible suggestions submitted to the Committee. One was adopted and a $2,000 award was given to [redacted] formerly of PC/ORD, who is no longer with the Agency. A copy of the memorandum is attached.

4. Minutes of 7 August 1967 should be corrected as follows:

25X1A9a Item 9. [redacted] opposed the promotion because he felt the recommendation was a minimum of six months out of time; not enough evidence to substantiate so rapid a rate of promotion, not a question of qualifications but of timing of the promotion action.

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4. (Continued)

Minutes of 7 August 1967 were approved by the Panel, as corrected.

25X1A9a 5. [redacted] reported on the following:

25X1A9a Promotion Actions

25X1A9a a. Promotion actions on [redacted] and [redacted] were sent forward to Personnel. No word has been received on these actions as of this date.

25X1A9a b. The promotion action on [redacted] was returned to C/AP recommending a Quality Step Increase rather than a promotion at this time.

Quality Step Increase

25X1A9a a. QSI has been approved as of 16 August 1967 for [redacted]

Additions

25X1A9a a. [redacted] to Optics/ORD.
25X1A9a b. [redacted] replacing [redacted], who is leaving
25X1A9a the Agency, in PC/ORD.

Terminations

25X1A9a a. [redacted]/AP/ORD. Joined the U. S. Army Engineering Research and Development Laboratory, Fort Belvoir, Virginia. He was a GS-14 and received a GS-15 at Ft. Belvoir. It would have been impossible for ORD to keep him even if they had offered him a GS-15 because this group has been granted a large budget. It also has a large TO.

6. Discussion followed on a Quality Step Increase request for
25X1A9a [redacted] A decision on this matter was postponed by the CSP
25X1A9a until [redacted] could attend the CSP meeting. [redacted] stated
25X1A9a that there seemed to be a question of facts. He felt that the CSP wanted
25X1A9a to know whether [redacted] was being given this award for a specific
25X1A9a reason. [redacted] replied that this was being requested for [redacted]
25X1A9a for his excellent and very cooperative performance rather than a specific award for a specific performance.

25X1A9a Motion was made and seconded that [redacted] be recommended for a Quality Step Increase from GS-13, Step 5 to GS-13, Step 6. Vote was unanimous. Motion carried.

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25X1A9a

7. The CSP then took up the matter of [redacted] promotion
25X1A9a action. [redacted] asked what the decision would be in a case such
25X1A9a as this where there is no headroom available. [redacted] stated that the CSP should make a recommendation as to whether or not the man should be promoted. If the Panel approves the recommendation the mechanics of the action become an administrative problem. Some of the mechanisms used in unusual situations is (1) double slot for a period of time; (2) if you have someone leaving in your division, wait until that slot opens up; (3) to have Wage and Classification reevaluate
25X1A9a the slot that the employee encumbers. [redacted] stated that ORD does not intend to downgrade or modify the TO of another division on behalf of an individual that might come up for consideration. [redacted]
25X1A9a pointed out the fact that there is no SPS rating equivalent to GS-15. SPS ratings start at GS-16.

25X1A9a The CSP acted on a motion to recommend [redacted]/MBSD/ORD
25X1A9a for promotion from GS-14 to GS-15. The vote was four in favor and one absention. [redacted] abstained because he felt that not enough evidence
25X1A9a had been presented in the promotion paperwork to show that [redacted] had demonstrated high performance in new projects or had developed significant new technological approaches to a solution of polygraph
25X1A9a 25X1A9a problems. He recommended to [redacted] C/MBSD, that [redacted] be considered for new projects.

25X1A9a

8. The CSP then discussed the promotion action on [redacted]
25X1A9a PC/ORD from GS-13 to GS-14. According to the schedule on promotions, this matter should be considered in December unless [redacted] had a special reason for presenting it at this time. If this was the case,
25X1A9a [redacted] asked that [redacted] consult with him.
25X1A9a

9. Memorandum (ORD-5156-67) dated 30 August 1967, written by
25X1A9a [redacted] TO/ORD to all division chiefs was reviewed. In this
25X1A9a memorandum, [redacted] stated that seminars, conferences, symposia, etc., should be construed as training if Agency-sponsored participation is anticipated. In this memo he stated that the Office of Training upon receipt of a "Request for Training at Non-Agency Facility" would determine whether the event should be considered as training. It is now found more feasible to have the divisions consult the TO/ORD first to determine whether such an event should be considered as training. If it is decided that the event should be considered as training, then Form 136, Request for Training at Non-Agency Facility should be submitted as soon as practically possible in order to facilitate granting of approval.

25X1A9a

10. [redacted] requested that the divisions complete fitness
25X1A9a reports forwarded to them as soon as possible, or within the deadline set up by Office of Personnel. [redacted] suggested that it might expedite matters if the AO would establish an ORD deadline on fitness reports when received in order that ORD might furnish the completed reports by the OP deadline date.

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25X1A9a 11. It was announced to the Panel that [redacted] PC/ORD had been selected to attend the Fourteenth Mid-Career Executive Development Course, 8 October - 17 November 1967.

12. The next CSP meeting was scheduled for 2 October 1967.

13. Meeting adjourned at 1019 hours.

25X1A9a [redacted]

Executive Secretary, CSP

APPROVED:

25X1A9a [redacted]

Chairman, CSP

Attachment:

Progress Report - Suggestion Awards Program

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A G E N D A

Career Service Panel

11 September 1967

0900 hours
Room 607 - Conference Room

1. Review of agenda for 11 September 1967.

2. Review of minutes for 7 August 1967.

3. a. Promotion actions
   b. ORD staff changes or additions

25X1A9a [redacted]

25X1A9a 4. Quality Step Increase - [redacted]
25X1A9a Review recommendation - re-scheduled from CSP meeting, 7 August.
[redacted]

25X1A9a 5. Consider promotion action on [redacted]
25X1A9a from GS-14 to GS-15.
[redacted]

25X1A9a 6. Initiate promotion action on [redacted] from
25X1A9a GS-13 to GS-14.
[redacted]

7. New business.

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